

## INSTRUCTIONS FOR COMPLETING NON-EMERGENCY MEDICALLY NECESSARY TRANSPORTATION TRAVEL LOG

### PURPOSE

The purpose of this Travel Log is to accumulate the miles and time of the Adult Care Home (ACH) in furnishing Non-Emergency Medically Necessary Transportation (NEMNT) for residents. It will enable the Adult Care Home to determine the costs of furnishing this transportation.

It is acceptable to account for either all usage of a vehicle OR to only account for the usage of a vehicle in furnishing NEMNT for residents.

### GENERAL / HEADINGS

1. On each page of the Travel Log, enter the name of the Adult Care Home.
2. On each page of the Travel Log, enter the provider number assigned to the Adult Care Home by DMA's Provider Enrollment Section when the Adult Care Home enrolled in the Medicaid Program as an Adult Care Home provider.
3. On each page of the Travel Log, enter description of vehicle for which the Travel Log is being maintained. Each vehicle owned / operated by the Adult Care Home used for NEMNT **must** have a Travel Log.
4. On the first page of the Travel Log, enter the date the Adult Care Home was enrolled in the Medicaid Program as an Adult Care Home provider **OR** the beginning date of current cost report (October 1 + Year), whichever is later.
5. On the first page of the Travel Log, enter the ending date of the current cost report period.(September 30 + Year).
6. **On the first page of the Travel Log, enter odometer reading on date determined applicable to Item Number 4.**
7. **On the first page of the Travel Log, enter odometer reading on ending date of cost reporting period. See Item Number 5.**

**LOG**    **Note: This Travel Log may be used to document each leg of a trip on separate lines, or it may be used to document a "round-trip" on a single line. If trips for Non-Emergency Medically Necessary Transportation do not include side trips for other activities (i.e. grocery store, pharmacy, gas station, bank, etc.), then "round trip" documentation would be the simplest method to use. Separate directions are noted in the following instructions.**

Column 1

Enter date of trip.

Appendix F - Instructions for Completing the NEMNT Travel Log

Column 2

Enter trip purpose from list of following codes:

- A Physician Services (Office Visit)
- B Lab Services
- C X-Ray Services
- D Dental Services
- E Emergency Room Services
- F Clinic Services
- G Other Non-Emergency Medically Necessary Transportation
- X **Other Activities (Other Than NEMNT)**

If trip is for NEMNT, enter the most appropriate code from Items A - G. If trip is for **Other Activities**, enter the **X** code.

Column 3

Enter the name of the driver.

Column 4

Enter the location from which the trip is originating.

Column 5

Enter the location of the destination.

If documenting a “round-trip”, the destination would be the same as if it were the first leg of the trip (i.e. doctor’s office).

Column 6

Enter odometer reading at trip origin (Departure) and destination (Arrival).

If documenting a “round-trip”, the odometer reading at the destination (Arrival) would be at the completion of the “round-trip”; this is usually upon return to the Adult Care Home.

Column 7

Enter the total miles traveled, calculated from figures in Column 6. (Arrival reading less Departure reading)

Column 8

Enter the total miles for NEMNT only. For Trip Purpose Codes A - G, the figure in Column 8 will normally be the same as the figure in Column 7. If the Trip Purpose Code is X for Other Activities, enter zero in Column 8.

Column 9

Enter time departing the origin location (Departure) and time arrived at the destination location (Arrival).

If documenting a “round-trip”, the time arrived at the destination location (Arrival) would be at the completion of the “round-trip”; this is usually upon return to the Adult Care Home.

Column 10

Enter total elapsed time of trip, calculated from times in Column 9.

Column 11

Enter the total time for NEMNT only. This column is used to document **driving time only**; this column does **not** include waiting time (See instructions for Column 12).

Column 12

If the driver waits for the residents, enter that time in Column 12.

Column 13

Enter "Y" if the entry recorded is for a "round-trip". Enter "N" if the entry recorded is a single leg of a trip.

**Columns 7, 8, 10, 11, and 12 must be totaled on each page of the log, monthly and annually.**

**Effective with the October 1, 1995 - September 30, 1996 cost reporting period, DO NOT file Travel Logs along with the Adult Care Home Cost and Revenue Report. Travel Logs are subject to review and audit by the Division of Medical Assistance, but they are to be maintained in the Adult Care Home.**

**EXAMPLES**     **Note: Line references are to the sample completed Travel Log in Appendix E**

1. Lines 1 and 2 document a trip for a resident from Jones Adult Care Home (ACH) to Dr. Fixit's office for an office visit. The facility is using a separate line to document each leg of the trip.

For the first leg of the trip (to the doctor's office) the driver enters the following information on Line 1:

Column 1:	The date - 10/01/96
Column 2:	Trip Purpose Code A, because the resident is going to a doctor's office
Column 3:	The driver's name - Jones
Column 4:	Origin location - Jones ACH
Column 5:	Destination location - Dr. Fixit's office
Column 6:	Departure odometer reading - prior to leaving Jones ACH - 50,314 Arrival odometer reading - upon arrival at Dr. Fixit's office - 50,322
Column 7:	Total miles traveled using odometer readings in Column 6 = 8 miles
Column 8:	Total miles applicable to NEMNT. Since the Trip Purpose Code in this example is A, all traveled miles are applicable to NEMNT. Enter 8 miles.
Column 9:	Departure time leaving Jones ACH - 9:10 AM Arrival time at Dr. Fixit's office - 9:25 AM
Column 10:	Total elapsed time - using times from Column 9 = 15 minutes. <b><u>Note: when using separate lines to document each leg of a trip, Elapsed Time WILL NOT contain any Driver Waiting Time.</u></b>
Column 11:	Total driving time for NEMNT. Since Trip Purpose Code in this example is A, all elapsed time is driving time. Enter 15 minutes.
Column 12:	Driver waiting time - driver Jones waited 60 minutes while resident was in Dr. Fixit's office. Enter 60 minutes.
Column 13:	Round Trip ? Enter "N" for No. Second leg of trip will be recorded on the next line.

1. (Continued) For the second leg of the trip (return to Jones ACH from Dr. Fixit's office), the driver enters the following information on Line 2:

Column 1:	The date - 10/01/96
Column 2:	Trip Purpose Code A, because the resident is returning from a doctor's office
Column 3:	The driver's name - Jones
Column 4:	Origin location - Dr. Fixit's office
Column 5:	Destination location - Jones ACH
Column 6:	Departure odometer reading - prior to leaving Dr. Fixit's office - 50,322 Arrival odometer reading - upon arrival at Jones ACH - 50,330
Column 7:	Total miles traveled using odometer readings in Column 6 = 8 miles
Column 8:	Total miles applicable to NEMNT. Since the Trip Purpose Code in this example is A, all traveled miles are applicable to NEMNT. Enter 8 miles.
Column 9:	Departure time leaving Dr. Fixit's office - 10:25 AM Arrival time at Jones ACH - 10:40 AM
Column 10:	Total elapsed time - using times from Column 9 = 15 minutes. <b><u>Note: when using separate lines to document each leg of a trip, Elapsed Time WILL NOT contain any Driver Waiting Time.</u></b>
Column 11:	Total driving time for NEMNT. Since Trip Purpose Code in this example is A, all elapsed time is driving time. Enter 15 minutes.
Column 12:	Driver waiting time - enter 0, because driver Jones waiting time was recorded in the first leg of the trip.
Column 13:	Round Trip ? Enter "N" for No

2. Line 3 documents a trip for a resident from Jones ACH to Dr. Yes' office for a dental visit as well as the return trip. The facility is using one line to document a "round-trip".

To record the "round-trip", the driver enters the following information on Line 3:

Column 1:	The date - 10/01/96
Column 2:	Trip Purpose Code D, because the resident is doing to a dentist office
Column 3:	The driver's name - Roy
Column 4:	Origin location - Jones ACH
Column 5:	Destination location - Dr. Yes' office
Column 6:	Departure odometer reading - prior to leaving Jones ACH - 50,330 Arrival odometer reading - upon arrival at back at Jones ACH - 50,350
Column 7:	Total miles traveled using odometer readings in Column 6 = 20 miles
Column 8:	Total miles applicable to NEMNT. Since the Trip Purpose Code in this example is D, all traveled miles are applicable to NEMNT. Enter 20 miles.
Column 9:	Departure time leaving Jones ACH - 11:00 AM Arrival time at back at Jones ACH - 12:30 AM
Column 10:	Total elapsed time - using times from Column 9 = 90 minutes. <b><u>Note: when using one line to document a "round-trip", Elapsed Time WILL contain any Driver Waiting Time.</u></b>
Column 11:	Total driving time for NEMNT. Since Trip Purpose Code in this example is D, enter driving time applicable to NEMNT. Roy enters 30 minutes.
Column 12:	Driver waiting time - enter 60, because driver Roy waited while resident was in Dr. Yes' office.
Column 13:	Round Trip ? Enter "Y" for Yes

Appendix F - Instructions for Completing the NEMNT Travel Log

3. Line 4 documents a trip for a resident from Jones ACH to the grocery store. The miles and time recorded are for a single leg of the trip. Since a trip to the grocery is not considered NEMNT, the Trip Purpose Code is X for Other Activities (Other than NEMNT); as a result, no Transportation Miles or Driving Time figures are entered in Columns 8 and 11, respectively.
4. Line 5 documents the return trip from the grocery store to Jones ACH. The miles and time recorded are for a single leg of the trip. Since a trip to the grocery store is not considered NEMNT, the Trip Purpose Code is X for Other Activities (Other than NEMNT); as a result, no Transportation Miles or Driving Time figures are entered in Columns 8 and 11, respectively.
5. Line 6 documents a “round-trip” for a resident from Jones ACH to Dr. Dentist’s office for a dental visit. The Trip Purpose Code is D. The miles and time recorded are for the “round-trip”, and the time spent waiting by the driver during the resident’s dental visit is recorded in Column 12.
6. Line 7 documents a trip for a resident from Jones ACH to the Physical Therapy Clinic. The Trip Purpose Code is F. The miles and time recorded are for a single leg of the trip. The time spent waiting by the driver during the Physical Therapy is recorded in Column 12.
7. Line 8 documents the return trip from the Physical Therapy Clinic to Jones ACH. The Trip Purpose Code is F. The miles and time recorded are for a single leg of the trip.

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